



CHAPP Advisory Committee
Thursday, September 11, 1:00pm – 3:30pm

Minutes

Calendar Link: <https://www.colorado.gov/pacific/cdphe/sti-and-hiv-community-involvement>, click on event & more details to get meeting documents

877-820-7831 or 720-279-0026 – Access Code 210066#

4300 Cherry Creek Drive South Denver, Colorado 80246-1530
Building A – 5th Floor –Board Room

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- I. Call to Order (**Brent 10 minutes**) **1:00-1:10pm**
- Welcome
 - Roll Call – Jalene, Elton, Laurie, Kristie, Shannon, (Brent arrived at 1:20pm)
 - Establish Quorum - Established
 - Approval –Meeting Minutes – Shannon moves to approve, Kristi seconds – minutes approved.
 - New Item:** Discuss Elton’s resignation, accepted a position as capacity building analyst in Maryland. Leaving October 15th, this is his last meeting. He thanks the CDPHE staff. And Mel wished him all the best.
- II. Updates
- Contractors –(3 Minutes) Sue 1:10-1:13pm**
 - Establish formal relationship with network partners. We only have one month feedback so there is not enough to report on. Expect to have a more informed report on how the network relationship is going at next meeting.
 - Implement interventions – working to get training and curriculum for review. Goal is to have training, curriculum and review by September and October – depends on when we get it.
 - Questions: None
 - Capacity Building/ training - (3 Minutes) Regina 1:13-1:16pm**
 - MOU course has been developed and is under legal and management review
 - Once this step is completed – schedule it
 - Evaluation Web Course – October 3rd at CDPHE;

4. Capacity Building Assistance Request Information System (CRIS) Request for intervention training – no information from CDC. Project Officer call and Regina will follow up with an email.
5. Fidelity assessment – streetsmart (notes from Regina)
- c. Evaluation – **(3 Minutes) Jennifer and Leslie 1:16-1:19pm**
 1. Evaluation Web Course – Update for current CHAPP contractors
 2. Taken steps to standardize the way monthly reports are going to be pulled, how to access and submission. UCD-CRS reflux to build your own report training. Also adding in information on referrals, coding and data entry. Emails have gone out to all the contractors already.
 3. Has there been follow up to ensure data entry integrity? UCD-CRS will follow up, because data entry is not correct. Start with UCD-CRS and they will notify CDPHE and they will work with Luther consulting to ensure everything is correct.
- d. Other – **(3 Minutes) Mary Kay to give an Audit Update**
- e. Mary Kay will refocus on the audit, to ensure she can answer these questions. Done by the end of October. Progress, documentation, support documents are in place, by-laws will need to be completed by October.

III. Old Business

- a. RFA – Is there anyone who is on CHAPP who intends to apply for RFA? No.
- i. RFA for Rural Areas
 - ~~1. CDPHE request executive session to discuss RFA components~~
 - a. Got internal Clarification that a closed session was not necessary to discuss RFA.
 2. Number of Counties to Cover- see attached map **(20 Minutes) Jennifer 1:20-1:40**
 3. Epidemiological Data by County 2008-2013 (Included in time above)
 4. Maps Discussion:
 5. Organized by Health Regions – in line with the State.
 6. Figure 1 – Colorado Counties funded by the state – highlights areas that are not funded.
 7. Has outlines to define regions, region 11 not one of the counties funded, confusing please clarify
 8. Those maps give you an idea of funding by regions.
 9. Region 5 – Elbert, Lincoln, Kit Carson, Cheyenne
 - a. Rate per 100k per county within that region cross tabulated with the rate of New HIV, Chlamydia, Gonorrhea 200-2013
 - b. High impact area Kit Carson Rates (from Jennifer)
 - c. If you were planning a program, these maps are a great tool to target.

- d. The legends are not consistent – Region 5 (highest HIV rate 2.9-6.5) Region 6 (2.3-8.2) the legend vary due to population variants
- e. Legends –lesser morbid is light and highest is going to be dark.
- f. Region 5, 6, 8 nothing funded,
 - i. Each Region is assigned a tier 1, 2 or 3 and 1, 2, or 3 for STD's. Cheyenne assigned a 1 for HIV and STD; Lincoln County assigned a 2 for both.
 - ii. Kit Carson – assigned a 3 for STD and 2 for HIV.
- g. Region 9 – only county not funded is San Juan
- h. Region 10 – on the cusp of Mesa County- Montrose. Gunnison that has the highest rates of everything and it is not funded.
- i. Should we include, put the 5 year average population numbers by county? Yes.
- j. Are these documents helpful? How can we do this better? Can we get a sense for you all to see if we are on the right track? Similar information was distributed in first RFA – so this is really helpful?
- k. It is great information – writing federal grant and this will be helpful.
- l. Who is covering the areas – which is doing what?
- m. Who is the contractor for that area and what are they providing.
 - i. CAPS, IDU, rural MSM and testing.
 - ii. Rose Marie will get that information to ensure they will not duplicate funding.
 - iii. RFA – you can choose part of a region or county. The hope is to reach the counties that haven't been reached.
 - iv. We encourage applicants to outreach to areas not covered.
 - v. We are looking at areas that are currently not covered. Look at the counties that are currently not covered. We can look at the wording – in the outreach letter. No barriers for rural applicants. Conscious of that so this can be successful.
 - vi. More information the better – the jurisdictional (make sure we use consistent definition) plan, certain populations discussed, data by demographics. AC - Data request. Census data by demographics, by region and by county.

- vii. The Health department does health profiles by region. Link vital stats to these documents. Maria and Jennifer Task.
- viii. Discuss this information at the bidder's conference.

10. Time Frame – Schedule of Activities for Advisory Committee Review – Sue (15 minutes) 1:40-2:00pm

- ii. This is a timeframe we believe is doable with workload and procurement staff
- iii. Release RFA October 1st -
- iv. October 1 – Application webinar ready for viewing.
- v. November 4th – Intent Letter to apply
- vi. October 1- November 4th – Questions
- vii. October 16th – Bidders Conference
- viii. November 18th – Application due date
- ix. November 20-24th – CDPHE Technical Review
- x. December 11th – Review Applications (Next Meeting date for AC meeting)
- xi. January 21st – Presentation of AC recommendations to the Board of Health
 - 1. Like a AC member to present to BOH
- xii. January 22nd – Notification to Grantee
- xiii. December 2 – February 13th - Scope of Work development
- xiv. January 22 – February 13th - Contract Negotiation Process
- xv. March 1st - Estimated Contract Start Date
- xvi. Question – Since we can only fund for 4 months, should we just wait?
- xvii. Mel M. – The biggest reason to get this out the door is it will give agencies 4 months to build infrastructure. She thinks it's vital to move forward? Can we put it into the RFA announcement, specifically focused on cover letter, bidder's conference, etc?
- xviii. We get agencies in, they are awarded this money and then they are not funded for the next year? They are applying for 4 months plus 2 years. Sustainability. It is the full project period.
- xix. Do a Site Visit – to see challenges for the first phase. (Post award)
 - 1. Coalition gave this same suggestion

2. Review Draft Cover Letter for RFA release - Mary Kay (15 Minutes) – 2:00-2:15pm

- The 100k is a lot of money; yes it is however we wanted to provide flexibility for potential applicants.
- Specify 100k per year, with each award being up to \$50k.
- Tailored for each region, clear in the language that it can be as small or a large as they need it to be.
- Specified what the shortened timeframe is.
- Letter too long how can we shorten the letter?
- Step away from science. Make it simple.

- Can we add some bullet points
 - Make the letter more personable and then a Check list of requirements.
 - Send the updated letter via email for final feedback/input. Make sure the email instruction reply to one. Specify that in the narrative.
3. Applicant Outreach – **Maria (25 Minutes) 2:15-2:40pm**
- Letter & Other activities
 - Letter – Review via email. Pull in feedback –
 - Outreach Strategy
- b. Grievance Discussion from May Meeting-postpone
- c. CHAPP Bylaws – **Mary Kay (15 Minutes) – 2:40-2:55pm**
1. Workgroup update Meeting: August 19, 2014
 2. Next meetings for stakeholder input; number, date (s) & time(s)- regular meetings frequency
 3. Second community input meeting – September 25, 2014 from 1-3pm.
 4. Send by-laws to Arthur
 5. Send updated copy of by-laws on Tuesday September 23, 2014.
- d. CHAPP meeting schedule – **Mary Kay - Refer to task list and skip this item.**
- e. CHAPP AC Vacancy: Revisit Recruitment priorities - **Resignation** (we will need to fill vacancies by November as we are reviewing Grant Applications in December). Both Jessie and Elton were recommended by the Coalition so the Steering Committee should discuss this on Monday and come up with a plan.
- Mary Kay or Brent – (5 Minutes) 2:55-3:00pm**

IV. **Assigned Tasks: review responsible party & timeframe 3:00-3:15 – Responsible Party if they are not present Maria will report out.**

V. Action Steps to be Addressed for September Meeting

Topic	Responsible Party	Due Date	Update
1) Webinar Meetings (phone and documents)	Jennett B. and/or Ben H.	2 weeks prior to September Meeting.	For this meeting it was determined that a webinar would not be viable: <ol style="list-style-type: none"> 1. Request to move into executive session so materials would not have been posted – it was determined on 9/9/14 that Executive session was not necessary. 2. Room Capabilities did not meet webinar requirements. 3. Better of use of technology to have it linked directly to the website. 4. Will need to utilize the DOC room

			for webinar's, check with AC to see how they want to move forward based on this update. Really think about what meetings a Webinar could benefit.
2) Determine a more effective method for CHAPP advisory committee (AC) to access documents for CHAPP meetings.	Mary Kay and Ben H.	2 weeks prior to September Meeting.	<ol style="list-style-type: none"> 1. Completed. Maria will work with Ben and get documents posted on website and Google drive. 2. In order to have materials posted 2 weeks prior, we will need to develop agenda at the end of every meeting and have a deadline to submit new agenda items. 3. Additionally Maria is sending out a separate email directly to AC members that include all the materials posted on website.
3) Brief CHAPP AC on methodology of assigning risk to sub-contractors.	Rose Marie and Sue P.	1 week prior to September meeting.	<ol style="list-style-type: none"> 1. A contract Program Risk form is utilized at the beginning of the contract period to assess and document the initial program risks by each Contract Monitor. 2. Questions are completed by projects. 3. Topics assessed: <ol style="list-style-type: none"> a. Program Implementation Plan b. Resolution Plan c. Staff Vacancies d. New Intervention for agency e. New project f. MOU 4. Supporting Comments 5. Recommended actions moving forward.
4) Improve notification of local and national community trainings via website multiple calendars into one.	Regina C. and Ben H.	September CHAPP Meeting.	<ol style="list-style-type: none"> 1. No changes were made due to registration issue.
5) Assess Language Training Translation Sub-Contractor Needs a. Are Language	Rose Marie N.	1 Week Prior to September Meeting.	<ol style="list-style-type: none"> 1. CDPHE does not sponsor translation services as part of its contractual relationship with community partners. 2. Capacity building training from

needs/translation needs captured on the training requests? b. Evaluate the cost of translation for training (look at LA model).			<p>CDC can be requested in a different language.</p> <p>3. With regards to the translation services, the CHAPP contracts require agencies to have a staff member who speaks the language of the diverse populations served by the CBO.</p> <p>4. Given the CHAPP grant awards are rather small; no specific requirement for a line item targeting translation services was included in the budgets.</p>
6) Update CHAPP on Evaluation Web Trainings	Jennifer D.	September CHAPP Meeting	1. October 3, 2014
7) Coordinate UCD-CRS Training for CHAPP agencies.	Rose Marie N. and Jennifer D.	Update to Committee at September CHAPP meeting.	<p>1. Training - 10/3.</p> <p>2. This will allow staff from CBO's who are attending multiple trainings in Sept to attend this training if needed.</p> <p>3. Leslie and Jennifer will meet regarding the training to see if additional topics such as referral, data entry can be added to the 10/3 training in order to better prepare agencies for the implementation of the Networks.</p>
8) Modify RFA to reflect delayed start date January 15 th .	Rose Marie N.	September 2, 2015	1. Completed. The RFA will not need to be modified the delayed start date will be reflected in the Scope of Work.
9) Identify Internal Challenges to January 15 th RFA start date	Maria L., Sue P. and Adrianna	September 1, 2015	1. Completed. Reflected in the Timeline, start date of January 15 th not possible. March 1 st .
10) Include an informational conference call to RFA re-release	Maria L.	September 1, 2015	<p>1. Completed. In Lou of an informational conference call a webinar will be posted on October</p> <p>2. Additionally during the outreach process Maria will be available to talk with potential applicants.</p>
11) Active Participation reflected in Quorum, research	Arthur P.	2 weeks prior to September CHAPP Meeting.	1. Did not follow up to notify Arthur of this task. The AC changed by-law quorum to a simple majority and that discussion will take place at

other bodies to learn how they address this.			the by-laws meeting.
12) Send out meeting times.	Mary K. M.	August 18 th and send out follow up to committee members regarding dates determined.	<ol style="list-style-type: none"> 1. Completed through October. Next Meeting – October 9th from 9-11:30am. HFD Training Room. 2. Discuss and determine Meeting dates and times for: <ol style="list-style-type: none"> a. November – Do we need to meet? b. December 11th – Scheduled date to review applications. Timeline Ideal Date for RFA Re-Release.

VI. Next Meeting Agenda Items: Brent (3:15-3:30pm)

- a. By-laws
- b. Review RFA Roll Out
- c. Membership – at Steering Committee Meeting
 - i. African America- Maurice
 - ii. Ramona Beltran – American Indian (Elton email me her contact information)
 - iii. Formalize this process

VII. Next Meeting Date – October 9, 2014 from 9-11:30am, 4300 Cherry Creek Drive South Denver, Colorado 80246, 2nd Floor HFD Training Room.

VIII. Adjourn